



Assistant Bookkeeper (Casual)

Meanjin (Brisbane)

Application Package April 2021

Assistant Bookkeeper (Casual)

TO APPLY:

1. Read the information below, which outlines the position description, skills required (selection criteria) and terms and conditions of employment.
2. Complete your application by including:
 - (a) A brief **cover letter**.
 - (b) **Answers to the Key Selection Criteria, listed in section 4. Write one page, at most for each question**, addressing your relevant knowledge, skills, abilities, training and experience that demonstrates that you meet the criteria. You can give specific examples where you have used your skills and abilities that relate to specific criteria. If you fail to address any criteria it will be assumed that you do not meet it.
 - (c) A copy of **your resume/curriculum vitae (CV)** that provides your personal details, qualifications and work history, **including sex work and current bookkeeping work**. Respect Inc endorses an affirmative action policy that promotes sex work experience as an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the selection panel.
 - (d) **At least two referees including one who can confirm your sex work experience**, including name, email, and/or telephone contact details, who can be contacted for a confidential verbal reference, and one with whom you currently do bookkeeping.
3. Send or email your application to: Jobs@respectqld.org.au

Applications close 5pm, Friday 21 May 2021

Note: if you are interested in the position but unsure whether you meet the selection criteria, please call the State Coordinator on 0451 149 782 to discuss.



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POSITION DESCRIPTION AND SELECTION CRITERIA

Role:	Bookkeeper Assistant, Casual, Meanjin (Brisbane)
Classification Level:	SCHCDS (Social Community Home Care and Disability Services) Industry Award 2010, Award Level 4.1, Casual, \$45.29 per hour
Location/s:	Respect Inc office Meanjin (Brisbane)
Status of Position:	Casual, approximately four hours a week

(1) About Respect Inc

Respect Inc provides peer-based services to, and advocacy for, sex workers in Queensland.

We provide peer education, information, events, workshops and support programs to Queensland sex workers regardless of gender, age, location, industry sector, legal status, cultural background or linguistic abilities, as well as providing a formal medium to communicate sex worker issues and concerns so as to improve the rights and respond to the workplace health and safety needs of our peers. More specifically, we provide

- regular and reliable safer spaces for sex worker drop in, in four locations in Queensland
- information, education, peer support, events, workshops, advocacy and referrals
- outreach to regional and isolated sex workers
- sales of inexpensive safer sex products (condoms, lubes etc.)
- allied health services network development
- sex worker community development
- general community education
- policy advice to government.

Given the nature of the work we do, the successful applicant will be required to sign a legally binding confidentiality agreement that will remain in force for the period of employment as well as after leaving our organisation.



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(2) Purpose of the position

The position of Bookkeeper Assistant is to undertake day-to-day bookkeeper activities for the effective financial functioning of the organisation. This position works under the direction of the State Coordinator, Bookkeeper and Treasurer.

(3) Primary Duties and Responsibilities

Assist the Bookkeeper by undertaking assigned tasks including:

- Payroll processing
- Data entry
- Invoicing and stock control, using MYOB AccountRight
- File management and monthly financial reports using Google Drive
- Reconciliation of bank accounts and petty cash accounts
- Preparation of IAS and BAS reports for lodgement with the ATO
- Quarterly generation of superannuation payment report
- Program back-up and document version control
- Undertaking other duties as directed by the State Coordinator, Bookkeeper or Treasurer.

All work is to be undertaken using work practices that protect confidential content including employees' information, employment contracts, salary sacrifice agreements, income tax information, etc.

(4) Key Selection Criteria (please address each of these, with a maximum one page per Criteria).

1. Previous or current sex work experience.
2. Demonstrated ability to use the computer accounting system MYOB for data entry, payroll processing, bankfees, bulk payments, inventory and to generate reports OR a strong bookkeeping knowledge combined with strong computer skills and willingness to learn new skills and the MYOB accounting system.
3. Demonstrated communication skills (interpersonal, written and verbal) relevant to communication with a wide range of staff and suppliers.



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4. Demonstrated proficiency in the use of computer platforms including G-Suite (G-Mail, Docs and Sheets specifically).
5. Experience working effectively in a team environment and managing conflict or differences in the workplace.
6. Knowledge of the key issues impacting on sex workers in Queensland.

(5) Desirable skills (not essential)

- Queensland Drivers Licence
- Fluent in languages other than English.

Sex workers who are transgender, gender diverse, Aboriginal, Torres Strait Islander and/or living with HIV are strongly encouraged to apply.

(6) Terms and conditions of employment

This is a casual position. Staff are employed under the SCHCDS (Social Community Home Care and Disability Services) Industry Award 2010. This position will be paid at Casual Level 4.1 at the following rate: \$45.29 per hour. Pay rates are as set out in the Fair Work Transitional Pay Table Queensland, Transitional Pay Equity Order (TPEO) (incorporating the QLD Regulation and DIV 2B QCSCA), Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010.